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ABSTRACT

This bulletin is designed to help an individual find careers that fit him or her by identifying what he or she likes to do, what he or she is good at, and what he or she wants to achieve. To identify an individual's interests, it suggests completing the Career Interest Checklist provided which is based on Holland's system of placing people's interests into groups. (An individual's personal combination of groups is his or her Holland Code.) A list of careers is provided, and the individual can use his or her code to find careers that match his or her interests. The bulletin then suggests that the individual assess his or her skills so that he or she will choose a career he or she will enjoy and excel in. The individual is also asked to determine skills he or she needs. The bulletin then recommends that the individual prioritize his or her goals by considering what he or she wants from work; e.g., earnings, service, prestige, geography, independence, security, responsibility, teamwork, environment, and variety. Finally, the bulletin suggests sources for more information on careers that fit the individual's interests, abilities, and goals. (YLB)

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Discover Careers That Fit You

ED 449 330

A career is an enjoyable job that challenges you. To find careers that fit you, you need to know what you like to do, what you're good at and what you want to achieve. Once you know your interests, abilities and goals, you can match them with career possibilities.

Identify your interests

Dr. John Holland created a system of placing people's interests into groups. He believed every person's interests fit into at least one group and most fit into two or three groups. Your personal combination of Holland groups is your Holland Code.

To begin discovering careers that match your interests, **find your Holland Code by completing the Career Interest Checklist on page 2.** More in-depth interest inventories are available on the ICPAC Web site at http://icpac.indiana.edu.

Find careers that match

Using your Holland Code, you can explore a variety of work options. **Look on page 3 for lists of careers that match your Holland Code groups.** Circle careers that interest you, and write down any career ideas you have that are not listed.

To learn more about these jobs, **request free career profiles** from ICPAC at http://icpac.indiana.edu. Profiles include information on salary, work environment, skills needed and other aspects of careers.

Know your abilities

As you explore careers, consider your abilities as well as your interests. You want to choose a career you will enjoy *and* excel in.

You have already learned many skills, and you will learn more for your career:

- **self-management skills,** or personal qualities, such as getting along with others and managing your time.
- **transferable skills** that can be used in many different careers; for example, the ability to write well and speak clearly are required by most careers.
- **specialized skills** which are learned for specific careers; nurses, for example, learn how to give medications.

Assess the skills you have

Think about your hobbies, jobs and school activities. Identify the abilities you gained from these experiences by listing your activities on a sheet of paper. Next to each activity, write all of the skills you learned and used. The list on the right may help you.

Determine the skills you need

On another sheet of paper, list the skills you will need for each of the careers that interest you. Use career profiles to help you find this information. Consider self-management and transferable and specialized skills. Next to the skills required for each career:

- check the skills you already have.
- circle the skills you need to improve or learn.
- make a plan for developing the skills you will need.

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Skills you need for careers

Assess the skills you have – and determine the skills you need – to find careers that match your abilities. You may have already learned to:

- manage time
- evaluate information
- make good decisions
- be reliable
- communicate well
- be accurate
- be efficient
- understand quickly
- be organized
- be enthusiastic
- motivate people
- be flexible
- analyze data
- solve problems
- write clearly

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Career Interest Checklist*

Check mark any of the activities that might be enjoyable or interesting to you. In general, marking more activities provides more useful results.

1. ❑ Typing reports or entering data
2. ❑ Leading group activities
3. ❑ Reading art and music magazines
4. ❑ Carpentry and other building projects
5. ❑ Using a chemistry set
6. ❑ Making new friends

1. ❑ Keeping detailed records
2. ❑ Working on a sales campaign
3. ❑ Designing clothes
4. ❑ Decorating rooms
5. ❑ Doing puzzles or playing word games
6. ❑ Going to church

1. ❑ Word processing
2. ❑ Talking to salespeople
3. ❑ Acting in or helping to put on a play
4. ❑ Working with animals
5. ❑ Advanced math
6. ❑ Helping the elderly

1. ❑ Working nine to five
2. ❑ Being elected class president
3. ❑ Learning foreign languages
4. ❑ Cooking
5. ❑ Physics
6. ❑ Attending sports events

1. ❑ Using a cash register
2. ❑ Talking to groups of people
3. ❑ Drawing or painting
4. ❑ Fixing cars
5. ❑ Astronomy
6. ❑ Belonging to a club

1. ❑ Using office equipment
2. ❑ Buying clothes for a store
3. ❑ Writing stories or poetry
4. ❑ Fixing electrical appliances or repairing household items
5. ❑ Flying airplanes or learning about aircraft
6. ❑ Teaching children

1. ❑ Filing letters and reports
2. ❑ Talking to people at a party
3. ❑ Going to concerts or listening to music
4. ❑ Wildlife biology
5. ❑ Creating a project for a science fair
6. ❑ Studying people in other lands

1. ❑ Working with a budget and preparing financial reports
2. ❑ Selling insurance
3. ❑ Playing music
4. ❑ Putting together model kits or craft projects
5. ❑ Working in a lab
6. ❑ Helping people solve personal problems

Add up your interests to find your Holland Code

Count all the number 1s you've checked; put that total on the line in the circle marked "1s=C". Repeat this for numbers 2 through 6. Notice, each number corresponds with a letter. Write the letters of your three highest numbers in the "Holland Code" box below.

1s = C	2s = E	3s = A	4s = R	5s = I	6s = S
____	____	____	____	____	____

THIS IS YOUR HOLLAND CODE		

Learn about your Holland groups and careers that match

Match the letters in your Holland Code to the first letters in the Holland groups listed on the right. For example, SAR matches the Social, Artistic and Realistic groups. Now, turn to page 3 and use your code to find careers that match your interests.

Holland Code Groups

Conventional people like to work with data, have clerical or numerical ability and attend to detail. They usually enjoy following other people's instructions.

Investigative people like to observe, investigate, learn, analyze, evaluate or solve problems.

Artistic people have artistic, innovative or intuitive abilities. They usually like to work in an unstructured situation, using their imagination or creativity.

Social people like to work with people. They like to inform, enlighten, help, train, develop or cure people. They may also be skilled with using language and words.

Enterprising people also like to work with people, but they like to influence, persuade or perform. They like to lead or manage for organizational goals or economic gain.

Realistic people have athletic or mechanical ability. They prefer to work with objects, machines, tools, plants or animals. They usually like to work outdoors.

*Adapted from *Knowing Your Holland Code*, Utah State Occupational Information Coordinating Committee, Form #71994

Conventional

- Accountant/Auditor
- Bank Teller
- Bookkeeper
- Broadcast Tech.
- Computer Operator
- Court Reporter
- Credit/Loan Clerk
- Dispatcher
- Electronics Assembler
- Expeditor/Production Controller
- General Office Clerk
- Legal Assistant
- Library Assistant
- Medical Record Tech.
- Payroll Clerk
- Postal Clerk
- Proofreader
- Receptionist
- Secretary
- Tax Preparer
- Transcriptionist
- Underwriter
- Webmaster

Artistic

- Actor
- Advertising Agent
- Architect
- Archivist and Curator
- Artist
- Choreographer
- Commercial Artist
- Composer
- Director
- Fashion Designer
- Graphic Artist
- Industrial Designer
- Interior Designer
- Landscape Architect
- Musician
- Merchandise Displayer
- Photographer

Investigative

- Actuary
- Agricultural Scientist
- Anthropologist
- Biological Scientist
- Chemist
- Chiropractor
- Computer Programmer
- Dentist
- Drafter
- Economist
- Engineer
- Geologist
- Hazardous Materials Technician
- Market Research Analyst
- Meteorologist
- Nurse Practitioner
- Optometrist
- Pharmacist
- Physician
- Psychologist
- Speech Pathologist
- Statistician
- Surgical Technician
- Systems Analyst
- Veterinarian

Social

- Air Traffic Controller
- Athletic Trainer
- Clergy
- Cosmetologist
- Counselor
- Dental Hygienist
- Dietician
- Elementary/Middle/ High School Teacher
- Health Administrator
- Historian
- Home Health Aide
- Law Enforcement Officer
- Librarian
- Loan Officer
- Mail Carrier
- Medical Assistant
- Nurse
- Personnel Manager
- Physical Therapist
- Podiatrist
- Radio/TV Broadcaster
- Radiologic Technician
- Recreation Guide
- Respiratory Therapist
- Social Worker

Enterprising

- Auto Salesperson
- Brokerage Clerk
- Business Executive/ Manager
- Chef/Dinner Cook
- Compliance Officer
- Customer Service Rep.
- Database Administrator
- Detective/Investigator
- Emergency Med. Tech.
- Financial Manager
- Flight Attendant
- Funeral Director
- Hotel/Motel Manager
- Insurance Agent
- Interpreter/Translator
- Lawyer
- Legislator
- Marketing/Public Relations Manager
- Occupational Therapist
- Park Ranger
- Real Estate Agent
- Reporter
- Restaurant Manager
- Security Guard
- Travel Agent
- Urban Planner
- Writer or Editor

Realistic

- Aircraft Mechanic
- Appraiser
- Auto Mechanic
- Bricklayer
- Building Maintenance
- Carpenter
- Computer Repairer
- Construction Manager/ Laborer
- Dental Lab Technician
- Electrician
- Engineering Tech.
- Farmer or Rancher
- Firefighter
- Fish/Game Warden
- Floral Designer
- Groundskeeper
- Heating/Cooling Mech.
- Jeweler
- Machinist
- Mechanical Engineer
- Office Machine Repairer
- Optician
- Pilot/Flight Engineer
- Plumber/Pipefitter
- Robotics Technician
- Sound Engineer
- Truck Driver
- Welder
- Zookeeper

More career options

To find additional careers in your Holland Code groups, **use ICPAC's web site at http://icpac.indiana.edu** or call ICPAC at 800-992-2076.

PRIORITIZE YOUR GOALS

To help you choose a career, **consider what you want from your work** as well as your interests and abilities. Do you want a career where you earn lots of money? Do you want to have many responsibilities? The exercise below will help you discover what is most important to you in a career.

Read the 10 items that follow. Write a 1 next to the career goal that is most important to you. Then use numbers 2 through 10 to rank the remaining goals.

___ **EARNINGS**
how much the career pays

___ **SERVICE**
how much you help others

___ **PRESTIGE**
how much people respect your work

___ **GEOGRAPHY**
how important it is to live in a particular place

___ **INDEPENDENCE**
how much you are your own boss

___ **SECURITY**
how much the career promises long-term, stable employment.

___ **RESPONSIBILITY**
how much people depend on you

___ **TEAMWORK**
how much you will work as a member of a group

___ **ENVIRONMENT**
where most of the job will take place (outdoors, indoors, or both)

___ **VARIETY**
how much the job will have you doing different kinds of tasks

After you prioritize your goals, ask yourself the following questions:

- Which goals are most important to you? Why?
- Which goals are not as important to you? Why?
- What additional goals do you have for your career?

Use career profiles you requested from ICPAC to see how well each career meets your goals. You may want to make a list of the careers you are considering and note how each career will meet your various goals.

LEARN MORE ON CAREERS

New careers are emerging all the time, so you will want to keep exploring your options. As you discover careers that fit your interests, abilities and goals, find out more about them:

- **ask your guidance counselor about resources, like books and computer programs,** to explore careers more in depth; your counselor can also help you plan your education to prepare for careers.
- **use reference materials at public libraries** such as the *Occupational Outlook Handbook* and the *Dictionary of Occupational Titles*, which include information on jobs for the future.
- **talk with your parents and friends' parents about their work experiences;** ask them what they do in their jobs and how they chose their careers.
- **visit workplaces and meet people in careers that interest you;** you can take a tour of a company, conduct an informational interview, volunteer or job shadow.

Additional resources

To learn more about your career options and the skills you need to succeed, **contact ICPAC at 800-992-2076 or http://icpac.indiana.edu.** Ask for free copies of:

- Core 40 Booklet
- IS-41: Is the Military an Option for You?
- IS-42: All About Apprenticeships
- IS-46: Job Outlook Information – Careers for the Future
- IS-65: Career Areas to Explore and Jobs in Them
- IS-74: Job Shadowing, Internships and More Ways to Experience Careers
- IS-82: Success on the Job – Skills Wanted by Employers

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